

**To:** Darwin, Henry[darwin.henry@epa.gov]; DeBell, Kevin[debell.kevin@epa.gov]  
**Cc:** McIlwain, Serena[McIlwain.Serena@epa.gov]; Poole, Laura[Poole.Laura@epa.gov]  
**From:** Saltman, Tamara  
**Sent:** Tue 1/23/2018 5:38:20 PM  
**Subject:** RE: andon: agency FOIA

Thanks.

Kevin, I will wait to hear from you on what the reschedule date and let the team know. And get them to get invites out for that week ASAP!

Tamara

**From:** Darwin, Henry  
**Sent:** Tuesday, January 23, 2018 12:26 PM  
**To:** DeBell, Kevin <debell.kevin@epa.gov>  
**Cc:** McIlwain, Serena <McIlwain.Serena@epa.gov>; Saltman, Tamara <Saltman.Tamara@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>  
**Subject:** FW: andon: agency FOIA

I think we should reschedule. I will take care of the accountability for the needing to change part, but I have every reason to trust Tamara's evaluation of the situation. It sounds like the best approach will be to pick a date later in February. Can you please check with Greg through Eric to see what works for him?

Thanks

Henry

**From:** Saltman, Tamara  
**Sent:** Tuesday, January 23, 2018 12:21 PM  
**To:** Darwin, Henry <darwin.henry@epa.gov>; DeBell, Kevin <debell.kevin@epa.gov>

**Cc:** McIlwain, Serena <McIlwain.Serena@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>  
**Subject:** andon: agency FOIA

I need some guidance on how to proceed with this team. After a slow start finding the right people to talk to, I now feel that I more or less know what is going on with the team and what prep work has already been completed.

They have done some really good work and have a broadly representative team with a clear scope they all agree on, the right representation, and a communications plan that has been somewhat implemented. Many of them are eager to get going. The trifecta of a changeover in coach and management right before the event, however, has been very disruptive. In particular, no one on the team has yet been notified that Feb 5<sup>th</sup> was even a possibility, let alone been asked to clear their calendars or make travel arrangements.

Both the old (OEI) and the new (OGC) process owners, and every team member I talked to, would like to schedule the event later in February to allow the team members a little more time to clear their calendars and, in the case of those traveling to DC from Regions, make the necessary arrangements at home to be gone for 5 days.

I have sympathy for this concern. I worry that if we do proceed with the 5<sup>th</sup> it will make the team's work harder down the line because they will miss some key people.

I am not hearing any hesitation from the team members or managers that I spoke with about the need to do this promptly, and got recommendations for alternate weeks mostly in February.

If you decide to proceed on the 5<sup>th</sup>, I may need to follow up with a scope question. If they postpone a couple of weeks I am sure it can be worked out; if not I think I can work it out but may need some additional assistance.

I'm happy to talk more if needed.

Tamara